



Site Operating Procedures (SOPs) 'Living with Covid-19'

In order to implement the Government's current and ongoing guidance and recommendations, Target Lifts Ltd has based the following procedures on the latest advice provided by the UK Government ('Living with COVID-19' plan), NHS and the Construction Leadership Council (CLC).

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Introduction

Target Lifts Ltd needs to do everything it can to ensure that any Project site operating during the current Coronavirus (Covid-19) pandemic is protecting our workforce and minimising the risk of further transmission of the virus.

These Site Operating Procedures are intended to introduce consistent measures on sites in line with current guidance as well as a greater reliance on personal responsibility. Where workers on site are not required to wear Respiratory Protective Equipment (RPE) and their workplace (which may include welfare and changing facilities, site offices or site meeting rooms) is crowded and enclosed and they come into contact with others they do not normally meet - it is recommended that face coverings should be worn. Otherwise, sensible social distancing measures will be observed. Any requirements &/or restrictions imposed by the site (above those of current Government guidance) will be documented and implemented.

THESE ARE EXCEPTIONAL CIRCUMSTANCES AND THE LIFT INDUSTRY MUST ALWAYS COMPLY WITH THE LATEST PUBLISHED GOVERNMENT ADVICE ON CORONAVIRUS AT ALL TIMES.

The health and safety requirements of any construction activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or sensible social distancing not being able to be correctly implemented, it should not take place.

Target Lifts Ltd is conscious that the emergency services may also be under increased pressure and may not be in a position to respond as quickly as usual, further reinforcing the importance of everyone on site working safely.

The company will monitor the content and implementation of these SOPs and remind its workforce at every opportunity that they are aimed at protecting them, their colleagues, their families, the NHS and the wider population.

Note that if an operative or site is not consistently implementing the measures set out below, work will cease with immediate effect for investigation. Work will not commence until issues have been satisfactorily resolved.

Note also that in accordance with our company's 'Refusal to Work' Policy, if our workforce does not feel comfortable with any onsite conditions, the Directors of Target Lifts Ltd will fully support their decision to halt work until confirmation is received for them to proceed or not.

Aiming Higher!



Self-isolation

Any employee who shows any COVID-19 symptoms is strongly recommended to self-isolate in accordance with current government guidance and contact their line manager.

Note: Anyone who is living with someone who is shielding from Coronavirus or is CEV should stringently follow current Government guidance.

If an employee falls ill on site

If an employee develops a high temperature, a persistent cough or other symptoms whilst on site, they should:

- Avoid touching/handling anything. Cough or sneeze into a tissue and put the tissue into a bin. 'Catch it, Bin it, Kill it'. If they do not have tissues, they should cough or sneeze into the crook of their elbow
- We recommend the employee returns home immediately (ideally travelling alone and avoiding public transport) and informs the relevant Target Lifts Ltd project manager who will then inform the customer &/or customer's representative
- The employee should follow current Government guidance on self-isolation. We recommend that you do not return to site until the recommended period of self-isolation has been completed (refer to earlier 'self-isolation' section)

Avoiding close working

In order to comply with the Government's current guidance, where workers on site are not required to wear RPE and their workplace (which may include welfare/changing facilities, site offices or site meeting rooms, etc.) is crowded and enclosed and they come into contact with others they do not normally meet, it is recommended that face coverings should be worn. Target Lifts Ltd will also ensure any additional requirements &/or restrictions imposed by the site (above those of current Government guidance) will be documented and implemented.

The customer/client may require face coverings to be worn. Also, if there are situations where our workforce is required to ensure local/specific social distancing is followed (e.g. to distance themselves from each other by 2 metres) and this cannot be achieved – **work will not be carried out until agreement can be reached**. Otherwise, the following measures shall apply:

- Workforce will maintain sensible social distancing wherever possible
- Groups of workers will stay together in as small a group as possible to minimise the risk of transmission across the whole workforce e.g. maintain the same crew and shift pattern
- Re-usable PPE, e.g. eye protection, protective gloves and respiratory equipment, will be thoroughly cleaned after use and not shared between workers
- Single use PPE, e.g. dust masks and vinyl gloves, will be disposed of so that they cannot be reused
- Stairs should be used as access routes in preference to lifts or hoists
- Where lifts or hoists must be used: their capacity may be lowered to reduce congestion and contact and high use touchpoints e.g., doors, buttons etc. should be regularly cleaned
- Ventilation (opening doors, windows etc.) should be increased, especially in enclosed spaces e.g. the lift shaft. Note that the integrity and security of the working environment must always be maintained – always ensuring that there is no access for any unauthorised persons

Travel to site

- Employees are recommended to only use public transport when all other means of transport have been assessed as not practicable.
- If unavoidable, try to avoid peak times (refer to Network Rail or TfL). Face coverings can be worn when preferred (especially at busy travelling times). They should also continue to be worn in accordance with government requirements or as required by the transport operator as a condition of travel.
- Wherever possible, workers will ideally travel to the site alone using company transport or their own. If using a shared vehicle, ensure good ventilation is maintained e.g. keep the vehicle's windows open
- If sharing, journeys should be shared with the same individuals wherever possible and with the minimum number of people at any one time. Passengers should try and sit as far apart as possible
- The vehicle should be regularly cleaned in accordance with the Target Lifts Ltd driver & company vehicle policy
- The project site should consider extra parking arrangements for additional bikes, cars and vans, etc.

Site access points

- Sensible social distancing is to be adhered to at all site access points
- Delivery &/or collection drivers may choose to remain in their vehicles if the load will allow it and apply good hygiene before and after loading/unloading

Daily temperature recording (where required)

- Depending on the specific site requirement, all personnel working for or on behalf of Target Lifts Ltd may be required to have their temperature taken and recorded via a digital thermometer before entering the working area. This includes ALL visitors to the working area
- Daily temperature readings are to be recorded alongside the individual's name entry in the onsite project diary
- Any temperature above **38°C** is regarded as a high temperature. If such a high temperature is measured, the individual should be advised not to enter the working area and recommended to return home in accordance with current travel guidelines
- The Target Lifts Ltd Project Manager is to be informed if anyone is refused entry or recommended to return home

Welfare - Hand Washing/Toilet facilities

- The site should ensure soap and fresh water is readily available and replenished at all times
- The site should provide hand sanitiser where hand washing facilities are unavailable
- The site should regularly clean the hand washing facilities and check soap and hand sanitiser levels
- The site should provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal
- The site should enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- The site should provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal
- Our workforce will wash their hands before and after using any onsite facilities
- Delivery/collection drivers shall be allowed access to onsite facilities

Welfare - Eating arrangements

- Dedicated eating areas should be identified on site
- Our workforce will aim to utilise staggered break times to reduce congestion and contact
- Our workforce will put our rubbish straight in the bins provided and not leave it for others to clear up

Site meetings/Ventilation

- Only personnel/interested parties absolutely necessary to the project should attend on-site meetings with all attendees maintaining sensible social distancing wherever possible
- Whenever possible, meetings should ideally be held outdoors
- If there is no option other than to hold the meeting inside, then the meeting area/room should be well ventilated and with windows and doors opened to allow the circulation of fresh air
- Poorly ventilated rooms/areas should **not** be used as meeting rooms
- Ventilation (opening doors, windows etc.) should be increased in enclosed spaces e.g. the lift shaft and motor room. Note that the integrity and security of the working environment must always be maintained – always ensuring that there is no access for any unauthorised persons

Cleaning

Regular cleaning procedures should be in place onsite, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Hand rails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- Food preparation and eating surfaces
- Telephone equipment
- Site entrance systems (e.g. scanners, turnstiles, screens) etc.
- Keyboards, photocopiers and other office equipment

Rubbish collection and storage points should be increased and emptied regularly.

It is recognised that the current health situation is still changing. Target Lifts Ltd continues to seek the latest up-to-date advice from numerous sources including the UK Government, NHS, UKHSA, LEIA and Construction Leadership Council to best inform the company's operational and strategic decisions.

As a result, any newly announced/enforced procedures may be implemented by the company and its workforce ahead of this document being revised and re-issued.